

## **Rule 67.2 Disbursements**

Whenever a party seeks a court order for the distribution of funds which have been invested by the Court, the party will again deliver a proposed order in Cleveland, to the Clerk of Court or Financial Deputy, or in Toledo, Akron or Youngstown, to the Deputy-in-Charge, who will inspect the order for proper form and compliance with this Rule prior to signature by the Judge for whom the order is prepared.

The order for distribution shall include wording which directs the Clerk to disburse funds remaining after the deduction of the registry fee, not to exceed 10%, from the interest earned through CRIS. The order for distribution shall specify the amount of principal and interest to be disbursed to each party (see Appendix E). Attached to the order of distribution will be a signed IRS Form W9 that shall include the name, address and tax identification for all individuals receiving any portion of the distribution. The IRS Form W9 is to be provided to the Clerk of Court or Financial Deputy and shall not be filed electronically or scanned into the Court's electronic filing system.

Upon signature by the Judicial Officer, the Courtroom Deputy shall electronically notify the Financial Deputy.

Last revised 7/12/12. *See Historical Notes for full revision history.*